

CHECKLIST for Application:

- ☐ **Read** the Project Description and Construction Notes.
- ☐ **Read** the Application Guidelines.
- ☐ **Read** the Online Application Guide.
- ☐ Make sure Adobe **Flash Player Version 10** is on your computer.
- ☐ **Select** the **5 resumé images** of your finest work.
- ☐ **Assemble proposal artwork samples** (up to twenty five images or video clips of **no more than three** artworks) in the appropriate format for uploading.
- ☐ Prepare your **bio/resumé/curriculum vitae** listing the most recent activity first. (max. 2 pages)
- ☐ **Compose your cover letter** as outlined in the Application Guidelines. (max. 3 pages)
- ☐ **Prepare answers** to the appropriate **narrative questions** previewed in the Application Guidelines. (500 word max. each proposal)
- ☐ Go to http://www.art.mt.gov/artists/artists_percent_Butte.asp and **download the Budget Detail** document. Save one copy for each proposal artwork that you will submit.
- ☐ To go to the online application site, click on the Application link at the bottom of http://www.art.mt.gov/artists/artists_percent_Butte.asp to either **create an account** if you don't already have one, or sign-in to your existing account.
- ☐ Insert your responses to the **narrative questions** into the boxes provided in Step 1.
- ☐ Insert your **bio/resumé/curriculum vitae** into the box provided in Step 2.
- ☐ Insert your **cover letter** into the box provided in Step 2.
- ☐ Upload the **resumé images** of your finest work **labeled** as **Resumé/NFS** in Step 3.
- ☐ Upload your **proposal artwork samples**. **Label** each sample, indicating availability in the Media Details optional description field (For Sale, Not available/For Modification, or Conceptual Illustration) in Step 3.
- ☐ When all your samples are uploaded, **sort** them so they are grouped by availability in Step 3.
- ☐ Fill out and save a **Budget Detail** for **each** proposal that you will submit.
- ☐ **Review** your application for errors in Step 4.
- ☐ **Use your credit or debit card** for payment of the \$10 application fee in Step 4.
- ☐ Click on **confirm payment** button in Step 4.
- ☐ **Email** your **Budget Detail(s)** as attachments to a single email to **khurtle@mt.gov** before the application deadline of Friday May 28th.

For technical assistance with the online process, send an email to support@slideroom.com
Contact **Kim Baraby Hurtle, Percent-for-Art Manager**, if you have project questions or you find a problem after you have submitted your application: **406-444-6639**, or khurtle@mt.gov